

MONITORING PROGRESS FROM WELFARE TO WORK: DATA SOURCES

We recommend that you maximize the use of existing systems when setting up your tracking system for the Welfare to Work voucher program. Use this worksheet to think through which data you can obtain from existing sources such as MTCS, PHA software, and the reporting/tracking systems of your partners and which data you will need to gather independently and track with a spreadsheet developed for the WtW voucher program. This is a critical first step before you begin collecting data.

WtW Voucher Participant Demographic & Supportive Services Tracking

DATA	SOURCE	AVAILABLE/ NEEDED	AUTOMATED/ MANUAL
TANF status (eligible, participant or previous participant)			
Race/ethnicity			
Age			
Gender			
Employment Status (f/t, p/t, seasonal, volunteer, unemployed)			
Income source (job, TANF, other)			
Income amount			
Household size and type			
Education level			
Work history			
Child care			
Transportation			
Health Care			
Job Training			
Location of leased unit			
Previous living situation			

**MONITORING PROGRESS FROM WELFARE TO WORK:
DATA SOURCES CONT'D**

Project Management Tracking:

DATA NEEDED	PERIOD: MONTHLY QUARTERLY ANNUALLY	SOURCE	AVAILABLE/ NEEDED	AUTOMATE D/MANUAL
Available Vouchers				
Expected Lease-up				
Families Selected				
Eligibility Confirmed				
Voucher issued				
RFLA Submitted				
Units Leased				
Number of landlords				
Estimated/actual gross rents				
Families Terminate				
Average processing time: Issuance to RFLA RFLA to inspection Inspection to lease up				
Leasing success rate				
Staff hours (estimated)				
Budgeted dollars to spend				
Dollars spent				

SAMPLE MONTHLY REPORT

I. Program Overview

Include brief narrative of progress. Identify any issues or trends.

II. Lease-up Status

	Jan	Feb	March	April	May	June
Available Vouchers	100	100	100	100	100	100
Expected Lease-up	5	15	20	20	20	20
Families Selected	25					
Eligibility Confirmed	25					
Voucher issued	25					
RFLA Submitted	10					
Units Leased (actual)	2					
Families Terminate ¹	0					
Location of Leased Units						
▪ Within jurisdiction	1					
▪ Outside Jurisdiction ²	1					
Average search time						
Average estimated gross rent						
Average actual gross rent YTD						

III. Leasing Success Rate:

Total WtW Vouchers Issued			
a. Still Searching			
b. Expired			
c. Leased			
d. Status Complete (b+c)			
Leasing Rate (c divided by d)			

¹ Might want to break this down between terminated for cause and other.

² If this were to become a big issue you could track (city a, city b, city c, etc.)

SAMPLE MONTHLY REPORT CONT'D**IV. Status of Participating Families**

CATEGORY	SELECTED FAMILIES	LEASED FAMILIES	TERMINATED FAMILIES
Race/ethnicity <ul style="list-style-type: none"> ▪ African American ▪ White ▪ Native American ▪ Asian/Pacific Islander ▪ Hispanic ▪ Other 			
Median age <ul style="list-style-type: none"> ▪ Under 18 ▪ 19-25 ▪ 26-35 ▪ 36-45 ▪ 46-55 ▪ 56 or older 			
Gender, Head of Household			
Income source <ul style="list-style-type: none"> ▪ Job ▪ TANF ▪ Other gov't assistance 			
Median income amount <ul style="list-style-type: none"> ▪ Less than \$300 ▪ \$301 to \$500 ▪ \$501 to \$800 ▪ \$801 to \$1100 ▪ \$1101 to \$1500 ▪ More than \$1500 			
TANF status <ul style="list-style-type: none"> ▪ Eligible ▪ Participant ▪ Previous participant 			
Employment Status <ul style="list-style-type: none"> ▪ Full time ▪ Part time ▪ Seasonal ▪ Volunteer ▪ Unemployed 			

SAMPLE MONTHLY REPORT CONT'D**IV. Status of Participating Families (cont'd)**

Education level <ul style="list-style-type: none"> ▪ 6th grade or lower ▪ 7th - 12th grade ▪ High school diploma/GED ▪ Some college ▪ Associate degree ▪ Bachelor's degree 			
Household type <ul style="list-style-type: none"> ▪ Single woman w/ children ▪ Single woman no children ▪ Single man w/ children ▪ Single man no children ▪ Couple w/ children ▪ Couple no children ▪ Elderly ▪ Non-elderly 			
Work history <ul style="list-style-type: none"> ▪ No previous experience ▪ Off-and-on employment ▪ Consistent employment ▪ Extensive work history 			
Child care <ul style="list-style-type: none"> ▪ Adequate child care and a back up child care provider ▪ Adequate child care but no back up plan ▪ Inconsistent child care ▪ No child care 			
Transportation <ul style="list-style-type: none"> ▪ Reliable transportation ▪ Unreliable transportation ▪ No transportation 			
Health Care <ul style="list-style-type: none"> ▪ Private health insurance ▪ Medicaid ▪ Medicare ▪ CHIP ▪ No health insurance 			

SAMPLE MONTHLY REPORT CONT'D**IV. Status of Participating Families (cont'd)**

Job Training <ul style="list-style-type: none"> ▪ Public (JTPA, WtW) ▪ Private (Employer) ▪ None 			
Household size <ul style="list-style-type: none"> ▪ 1 ▪ 2 ▪ 3-4 ▪ 5+ 			

V. Services Provided

This information will vary, depending on who your partners are and the nature of the partnership.

Number of referrals to the PHA:

Number of referrals from the PHA:

Communications/Information shared with/by the PHA:

VI. Summary of Activities:

Include the number of voucher recipients assisted, the nature of assistance, and staff hours and dollars spent assisting voucher recipients. Also include any progress made or obstacles encountered.

INFORMATION GENERALLY AVAILABLE FROM MTCS OR PHA COMPUTER SYSTEMS

- Race/ethnicity, age, sex of Head of Household
- Income sources
- Household Annual Income
- Household size
- Location of leased unit

WELFARE-TO-WORK VOUCHER RECIPIENT TRACKING FORM

Head of Household: _____ **Social Security Number:** _____

Employment Status:

Member 1: <input type="checkbox"/> Full time, paid <input type="checkbox"/> Part time, paid <input type="checkbox"/> Seasonal, paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Unemployed	Member 2: <input type="checkbox"/> Full time, paid <input type="checkbox"/> Part time, paid <input type="checkbox"/> Seasonal, paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Unemployed	Member 3: <input type="checkbox"/> Full time, paid <input type="checkbox"/> Part time, paid <input type="checkbox"/> Seasonal, paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Unemployed
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TANF Status (choose one):

☐ Eligible ☐ Participant ☐ Previous participant

Household Type (check all that apply):

- ☐ Single woman with children
- ☐ Single woman without children
- ☐ Single man with children
- ☐ Single man without children
- ☐ Married couple with children
- ☐ Married couple without children
- ☐ Elderly
- ☐ Non-elderly

Education level (check only one):

- ☐ 6th grade or lower
- ☐ 7th through 12th grade, no diploma
- ☐ High school diploma
- ☐ Some college
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ More than a Bachelor's degree

Work History:

- ☐ No previous work experience
- ☐ Off-and-on employment
- ☐ Consistent employment
- ☐ Extensive work history

Briefly describe work history:

Child care:

Recipient has:

- ☐ Adequate child care and a back up child care provider
- ☐ Adequate child care but no back up plan
- ☐ Inconsistent child care
- ☐ No child care

Transportation:

Recipient has:

- ☐ Reliable transportation
- ☐ Unreliable transportation
- ☐ No transportation

Recipient will use:

- ☐ Own vehicle
- ☐ Other private vehicle
- ☐ Public transportation

Health Care (check all that apply):

Recipient has:

- ☐ Private health insurance
- ☐ Medicaid
- ☐ Medicare
- ☐ CHIP
- ☐ No health insurance

Recipient's children have:

- ☐ Private health insurance
- ☐ Medicaid
- ☐ No health insurance

Job Training:

Briefly describe any job training that the recipient has received:

Previous living situation (check all that apply):

Recipient was:

- ☐ Living in another adequate unit
- ☐ Living with friends or relatives
- ☐ Living in a substandard or overcrowded unit
- ☐ Homeless

Briefly describe why the recipient moved:

THE WELFARE TO WORK VOUCHER PROGRAM EVALUATION

The legislation that established the Welfare to Work Voucher program also set aside one percent (or approximately \$2.83 million) of program funding for program evaluation. The Department opted to meet this mandate by instituting a random experiment, the most powerful tool that policy science has to gauge the impact of a public program. In effect, it means that, in the sites chosen for the evaluation, eligible families on the Section 8 waiting list will be randomly assigned either to an experimental group, who will receive a Welfare to Work Voucher and the employment support services bound to it, or to a control group, who will not receive such a voucher or the accompanying services. This method has the effect of randomizing differences between the two groups, other than the presence (or absence) of the voucher, thereby isolating the impact of the voucher. Both groups will be tracked for several years to determine the impact of the provision of rental assistance and accompanying services on employment and earnings.

The evaluation will attempt to answer two sets of questions:

- Are adults and children of working age in eligible families who receive vouchers more likely to obtain or retain employment than are those in eligible families who do not receive vouchers? Does the average income of families who receive a voucher increase more than that of families who have not received a voucher? Is the quality of the jobs obtained or retained by those who receive vouchers greater than those who do not receive vouchers?
- Are eligible families who receive vouchers more likely to move to neighborhoods closer to existing or prospective employment, employment training, services or public transportation than are eligible families who do not receive vouchers?

Abt Associates, the firm under contract to HUD to set up the evaluation, has selected seven among the 22 winning applicants who volunteered to take part in the evaluation to participate. Abt is currently in the process of negotiating with each of the selected sites about how random assignment, program implementation and tracking can occur in accordance with the unique circumstances, structures and preferences of each site. Abt plans to be conducting random assignment in those sites who are furthest along by the end of March. The sites are Augusta and Atlanta, GA; Boston and Springfield, MA; Fresno and Los Angeles, CA; Houston, TX; and Spokane, WA.